



City of Austin - JOB DESCRIPTION



Art in Public Places Administrator

FLSA:	Standard/Exempt	EEO Category:	(20) Professionals
Class Code:	10662	Salary Grade:	ED6
Approved:	May 14, 1999	Last Revised:	January 31, 2008

Purpose:

Manage all aspects of the Arts in Public Places Program. Provide supervision and direction for Arts in Public Places Program staff.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Plan projects and select artist/art to be commissioned.
2. Conduct pre-bid meetings and write request for purchases.
3. Solicit appropriate approvals.
4. Negotiate and ensure contract compliance and fees.
5. Monitor project budget.
6. Coordinate schedules for installation.
7. Act as liaison between artist and program participants, i.e., architects, engineers, etc.
8. Revise policies and procedures.
9. Conduct presentations and workshops.
10. Provide public education/information through speaking engagements, brochures and publications, websites, etc.
11. Perform supervisory duties, i.e., hiring, promoting, disciplinary actions, performance evaluations, etc.

Responsibilities - Supervisor and/or Leadership Exercised:

Supervisors are responsible for providing direction and evaluation of staff 3(+) and/or programs.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Minimum Qualifications:

Bachelor's degree in Fine Arts, Arts Administration, Art History, or related field, plus four (4) years experience in administering public art projects, gallery management, fine arts management or other related/relevant work experience.

Licenses and Certifications Required:

None.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.